

Mabel N. Gardner.

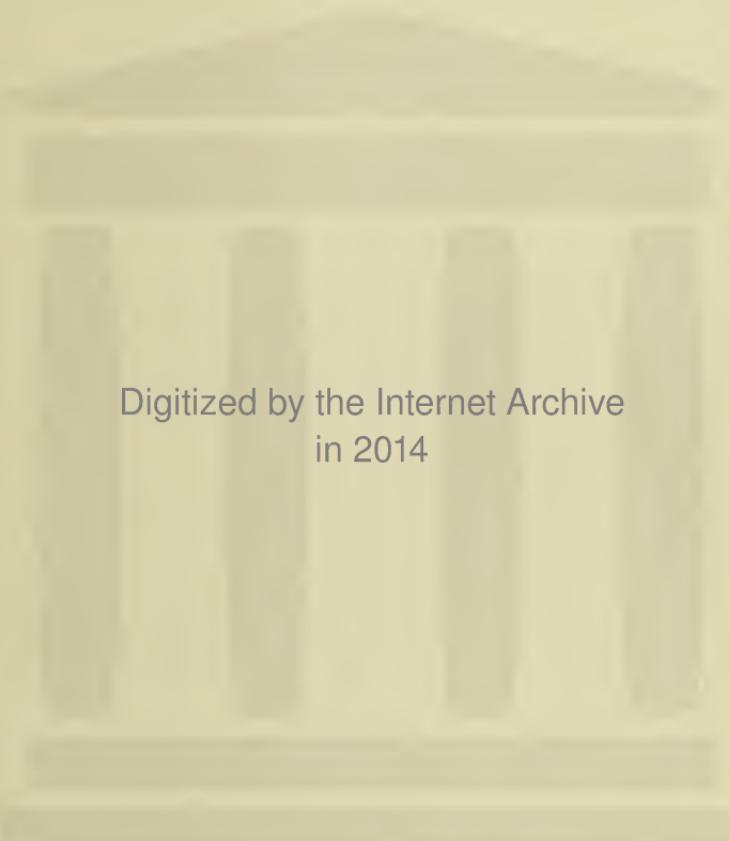
CATALOGUE

SHEPHERD STATE
TEACHERS COLLEGE

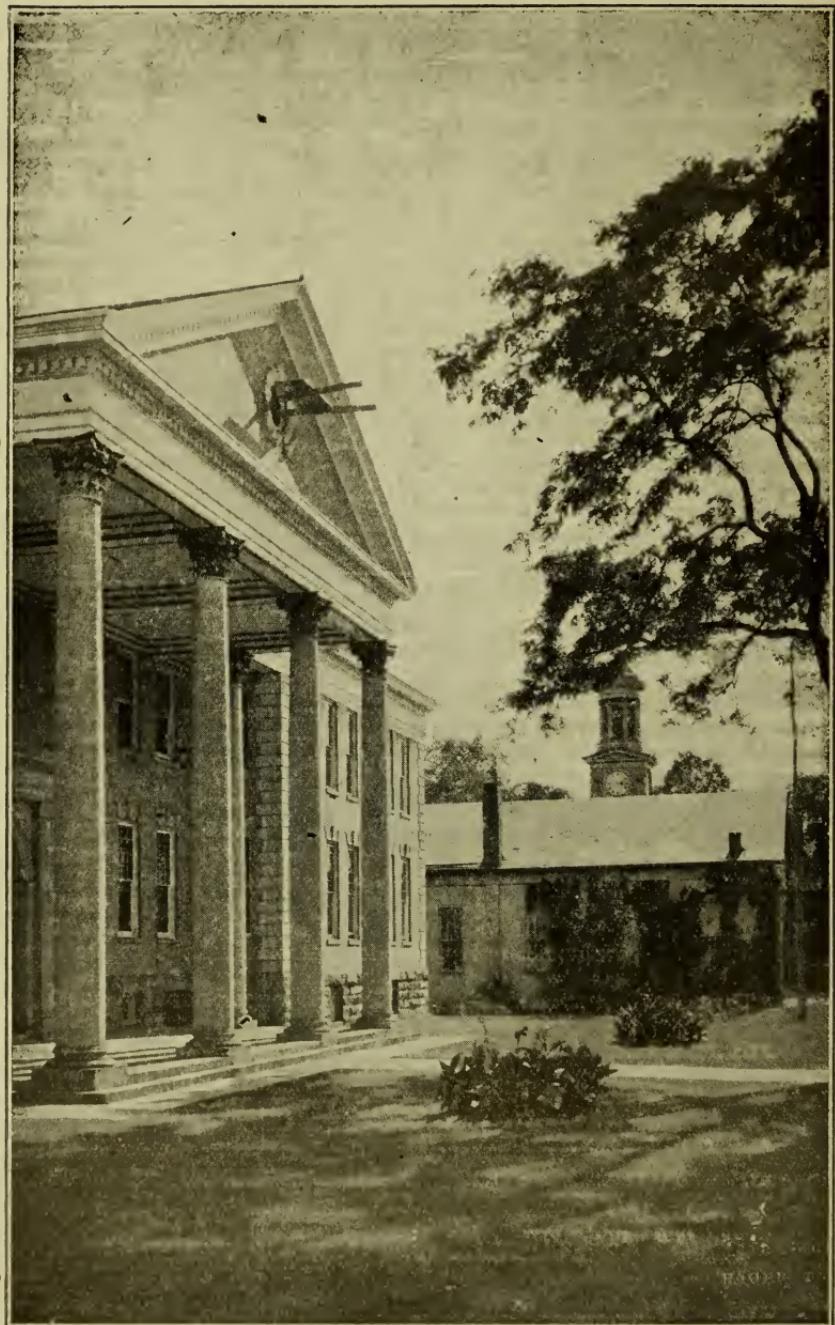


SHEPHERDSTOWN, W. VA.

ISSUED JULY, 1939



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KNUTTI HALL

CATALOGUE

SHEPHERD STATE TEACHERS COLLEGE



Accredited by The American Association of Teachers Colleges and approved by the West Virginia Committee of the North Central Association of College and Secondary Schools for the training of high school teachers.

SHEPHERDSTOWN, W. VA.

ISSUED JULY, 1939

OFFICIAL BOARDS

WEST VIRGINIA BOARD OF CONTROL

CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA

In the management of educational institutions, the State Board of Control has the direction of the financial and business affairs.

Walter R. Thurmond, President Charleston, W. Va.
M. D. Carrico, Treasurer Charleston, W. Va.
John Baker White, Secretary Charleston, W. Va.

STATE BOARD OF EDUCATION

STATE CAPITOL
CHARLESTON, WEST VIRGINIA

In the management of educational institutions the State Board of Education has charge of all matters of purely scholastic nature.

W. W. Trent, President Chareston, W. Va.
D. N. Mohler Charleston, W. Va.
Mary Bachler Boyd Wheeling, W. Va.
Philip Gibson Huntington, W. Va.
A. B. White Parkersburg, W. Va.
Frank J. Beckwith Charles Town, W. Va.
Vacancy, since death of Bernard McClaugherty

David Kirby, Secretary

For information concerning the school write to

W. H. S. WHITE, President

Shepherdstown, W. Va.

COLLEGE CALENDAR

1939

First Semester

September 12, Tuesday, 9 a. m.	Freshman exercises
September 12, Tuesday, 2 p. m.	Registration
September 13, Wednesday	Registration
September 14, Thursday, 8:10 a. m.	Classes begin
November 14, Tuesday	Mid-semester reports given
November 29, Wednesday noon	Thanksgiving recess
December 4, Monday, 8:10 a. m.	Classes resume
December 20, Wednesday, 4:30 p. m.	Christmas recess begins

1940

January 3, Wednesday, 8:10 a. m.	Classes resume
January 23, Tuesday, 2:45 p. m.	Semester examinations begin
January 26, Friday, 4:30 p. m.	Semester ends

Second Semester

January 30, Tuesday, 8:10 a. m.	Registration
January 31, Wednesday, 8:10 a. m.	Classes begin
March 21, Thursday noon	Easter recess begins
March 26, Tuesday, 8:10 a. m.	Classes resume
April 9, Tuesday	Mid-semester reports given
May 28, Tuesday, 8:30 a. m.	Semester examinations begin
June 5, Wednesday, 10:00 a. m.	Graduation exercises

Summer Term

June 10, Monday, 8:00 a. m.	Registration
June 11, Tuesday, 8:00 a. m.	Classes begin
August 8, Thursday, 12:30 p. m.	Term ends

FACULTY

W. H. S. White, President. Graduate student in education, Johns Hopkins, one term; A. M., West Virginia University, 1922; Ped. D., Salem College, 1933.

Elementary Education

A. D. Kenamond, Dean of Instruction. Graduate student in science and education, University of Chicago, three quarters; A. M., West Virginia University, 1930.

History and Government

Mabel Henshaw Gardiner, Professor of History. M. P. L., New Windsor College; A. M., West Virginia University, 1930.

Literature

Ella May Turner, Professor of English Language and Literature. A. M., West Virginia University, 1911; Cornell University, summers 1912, 1920, 1921; George Peabody College for Teachers, summer 1919.

Art

Addie R. Ireland, Instructor in Fine Arts. West Virginia University, 1897-1901; Art Students League, 1902-1903; University of Chicago, 1906-1907.

Commercial Subjects

Etta O. Williams, Financial Secretary and Instructor in Commerce. B. C. S., Bowling Green Business University, 1919.

Latin and French

Jessie Trotter, Professor of Latin. A. B., West Virginia University; A. M., Columbia University, 1924.

Geography, Economics and Sociology

W. R. Thacher, Professor of Economics and Geography. A. B., West Virginia University; A. M., University of Chicago, 1916; University of Chicago, 1916-1917.

Supervisor of Teacher Training

Florence Shaw, Associate Professor of Education. A. B., Kirksville State Teachers College; A. M., George Peabody College for Teachers, 1931.

Secondary Education

I. O. Ash, Director of Training Schools and Professor of Education. A. B., West Virginia University; A. M., University of Nebraska; Graduate student, University of California, one year; Ph. D. in Ed., University of Cincinnati, 1931.

Librarian

Stewart E. Arnold, Librarian. A. B., Western Maryland College, 1911; West Virginia University, summers 1912, 1913; Ohio State University, 1915-1916, summer 1916; Chatauqua Summer School, 1918-1922.

Physical Education

John Newcome, Director of Athletics and Instructor in Biology and Agriculture. A. B., Davis and Elkins College, 1924; West Virginia University, summer 1926. Summer Coaching Schools: Davis and Elkins, 1928-1933; Catholic University, 1934; Marshall College, 1936.

Physics and Chemistry

Ernest Stutzman, Professor of Physical Sciences. A. B., West Virginia Wesleyan College; Graduate student University of Wisconsin, one term; B. S., Agr. and A. M., West Virginia University, 1930.

Supervisor of Teacher Training

Lena M. Gall, Instructor in Education. A. B., Davis and Elkins College; A. M., West Virginia University, 1937.

Composition and Journalism

Warren B. Horner, Associate Professor of English. A. B., West Virginia University; A. M., University of Chicago, 1928.

Mathematics

Daniel Edward Phillips, Professor of Mathematics and Associate in Psychology. Ph. D., Clark University, 1898; University of Leipzig, 1908.

Biology

George H. Bretnall, Professor of Biological Sciences. A. M., Cornell College, 1897; Northwestern University, 1897-1898; University of Chicago, 1899-1900, summers 1902, 1903, 1904, 1905, 1906, 1907, 1909, 1918; University of Kansas, 1928-1929; University of Missouri, 1929-1930.

Music and French

Carl J. Farnsworth, Instructor in Music. Diploma, New England Conservatory of Music, 1915; A. B., New River State College, 1935.

History

Ruth Scarborough, Professor of History. A. B., Bessie Tift College; A. M., Mercer University; Ph. D., George Peabody College for Teachers, 1932; Columbia University, 1932-1933; University of California, summer 1935.

Physical Education for Women

Marjorie H. Bartlett, Associate Professor of Physical Education. A. M., Columbia University, 1937.

Home Economics

Jean E. Richmond, Professor of Home Economics. A. M., Iowa State University, 1924; London School of Economics and Political Science, fall 1939; University of Minnesota, winter and spring, 1931; Iowa State College, summer 1937.

Assistant Registrar and Secretary to the Dean

Christine Hunter. A. B., Shepherd State Teachers College, 1938.

Visiting Professors, Summer 1939

Montagu F. Modder, Ph. D., Professor of English in Beloit College.

Dorothy Middleton, A. M., Assistant Professor of Physical Education, University of Maryland.

Livingston H. Chambers, Ph. D., Professor of Mathematics, Potomac State School.

Mary K. Gaff, A. M., Primary Teacher, Martinsburg Public Schools.

Mary F. Willock, A. M., Art Supervisor, Winston-Salem Public Schools.

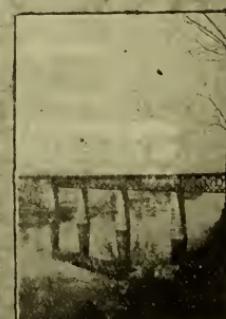
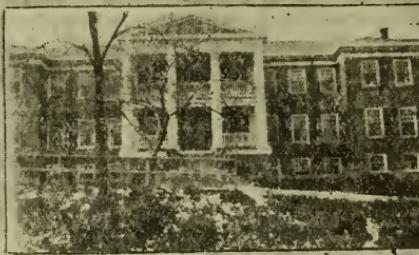
College Physician
Halvard Wanger, M. D.

Matron, Miller Hall
Augusta M. Phillips

Supervisor, Rumsey Hall
H. O. Osbourn

Engineer
A. T. Stanley

Head Janitor
Thomas Washington



THE COLLEGE BESIDE POTOMAC'S WATERS

TRAINING SCHOOL

Elementary School

Freel G. Welshans, A. B., Principal	Sixth Grade
Florence Grubbs	Fifth Grade
Georgina S. McKee, A. B.	Fifth Grade
Louise Rightstine, A. B.	Fourth Grade
Rosalie Skinner, A. M.	Third Grade
Mary Donley	Second Grade
Eugenia Athey Lowe	Second Grade
Ruth A. Taylor	First Grade
Mary M. Thompson	First Grade

Junior and Senior High School

K. W. Eutsler, A. M., Principal	Mathematics, Social Studies
Gladys Hartzell, A. M.	English
Cletus Lowe, A. M.	Social Studies, Mathematics
Agnes Calvin, A. B.	French, Latin
Mary Hartzell Dobbins, A. M.	Seventh Grade
Rachel Snyder, A. B.	English, Social Studies
Wanda Powell, B. S.	Home Economics
Charles M. Derr, B. S.	Science, Manual Training

COMMITTEES

Credits

The Dean, Dr. Ash, The President

Commencement

Miss Gall, Miss Trotter, Dr. Ash

Diplomas

Mrs. Gardiner

Student Loan Fund

The President, Miss Turner, Mr. Freel G. Welshans

Social

Miss Williams, Mr. Stutzman, Miss Richmond

Lyceum

Miss Turner, Dean Kenamond, Miss Shaw

Assembly Programs

Miss Turner, Mr. Farnsworth, The President

CLASS OFFICERS

Seniors, Fourth Year

Dean Kenamond

Juniors, Third Year

Dr. Ash

Second Year, Elementary Education

Mrs. Gardiner and Miss Trotter

Second Year, Secondary Education

Mr. Stutzman

First Year, Elementary Education

Miss Turner and Miss Shaw

First Year, Secondary Education

Dr. Scarborough and Mr. Thacher

Unclassified Students

Mr. Bretnall

Special Students

Miss Ireland, Miss Williams, Mr. Farnsworth

AIMS AND PURPOSES OF THE COLLEGE

1. The primary purpose of Shepherd State Teachers College is the training of teachers, principals and supervisors for the elementary and high schools of the State, more especially in the eastern section. There are from 1,200 to 1,500 teachers and school workers in the counties served by Shepherd. With a 10 per cent turnover annually, which is a low estimate, the schools need approximately 125 new teachers each year. These Shepherd hopes to supply adequately.

2. The professions of Law, Medicine and the Ministry now require in many sections, a full college course with baccalaureate degree, for entrance to their training. The degree offered here is accepted as meeting these high standards of requirement. What these professional and graduate schools are asking for, is a body of liberally and culturally trained young men and women. They can then supply the technical training necessary upon this excellent foundation which Shepherd strives to give.

3. Many professions, vocations and industries now require a higher training than that afforded in high schools. The junior college movement is spreading rapidly over the United States. The slower turnover in employment in practically all fields of endeavor, leaves the youthful high school graduate to wait two or more years before he is needed in industry or vocations. The first two years offered here are devoted largely to general education as a foundation for the professional courses required on the upper level. This is largely a general junior college course.

4. Courses primarily intended for the training of teachers, such as shorthand, accounting, typewriting, chemistry, sewing, cooking, journalism and the like cannot help but be beneficial to the special student who does not expect to teach. Business and technical industry absorb this type of young person with high appreciation of the added training.

SHEPHERD STATE TEACHERS COLLEGE

HISTORY

Shepherd College dates its founding as a State Normal School and Teachers College to an Act of the Legislature of West Virginia, passed February 27, 1872; but it had its incipiency in a classical and scientific school styled "Shepherd College," certificate of incorporation of which is on record at Charleston, January 12, 1872. As an inducement to secure a Normal School here the trustees of this private school offered its building to the State free of charge for use as a State Normal School, which offer was promptly accepted, and work under State control began in September, 1872. By authority of the State Board of Education it became a four-year teachers college, July 1, 1930, and the 1931 Legislature changed its name to Shepherd State Teachers College.

LOCATION

The location of the college is most ideal. Situated in the charming old town of Shepherdstown, nestled on the cliffy crags of the beautiful and historic Potomac which sweeps in graceful curves across the Shenandoah Valley at this point, remarkably free from all insidious fevers and diseases, with a wholesome social and moral atmosphere, an educated and cultured community, comparatively easy of access, it affords unsurpassed attractions and advantages to the earnest student.

The college is located on scenic and historic ground. To the east loom up the fine wooded sides of the Blue Ridge, and to the west those of North Mountain. The Potomac River flows past the town and affords fine boating and fishing, while on its northern bank is the old historic Chesapeake and Ohio Canal. To the south and north spreads out the broad, beautiful and historic Valley of Virginia. Three miles north is Sharpsburg and the battlefield of Antietam with its fine monuments and the National Cemetery, while some seventy miles to the south is the famous Luray Cavern. The same distance to the east is Washington, the National Capital. All of these things cannot fail to leave their permanent impress on the mind of the observant student.

HOW TO REACH SHEPHERDSTOWN

Shepherdstown is on the Norfolk and Western Railroad, which connects with the main line of the Baltimore and Ohio Railroad at Shenandoah Junction, six miles to the south; or with the Western Maryland Railroad at Hagerstown, Md., eighteen miles to the north.

Students who live on or near the Baltimore and Ohio lines will come via that road to Martinsburg, and take bus at the Blue Ridge Terminal to Shepherdstown, a ride of eight miles. On week days the Shepherdstown bus leaves Martinsburg at 7.45 a. m., 12.05 p. m., and 5.15 p. m. On Sunday the bus leaves Martinsburg at 9.35 a. m. and 8.35 p. m.

CONDITIONS OF ADMISSION

Admission will be based upon graduation from a standard high school which according to the new rules of the State Board of Education means the completion of sixteen standard units. It is provided that any curriculum prescribed or provided for in the high school course of study for West Virginia may be accepted as meeting this requirement.

Credit from classified high schools in West Virginia will be accepted unit for unit, provided the work has been done according to the plan laid down by the State Board of Education.

By special order of the State Board of Education, teachers of experience and others preparing to teach who are at least twenty-one years of age may be admitted and assigned to such college work as they are able to carry. In making up any deficiency in high school work, six college hours may be substituted for a unit of high school work.

Suggested High School Curriculum for Prospective Teachers

Type curriculum for the ninth, tenth, eleventh, twelfth grades—recommended for high school students who are expecting to teach:

English	4 Units
Social Studies	3 Units
Science	2 Units
Mathematics	2 Units
Vocational Subjects or Languages	2 Units
In one of the preceding groups one additional unit....	1 Unit
Health, Physical Education, Art and Music	2 Units
<hr/>	
Total	16 Units

Credit for Work Done Elsewhere

Credit will be given students for satisfactory work done in other colleges given accredited standing by the State Board of Education, or accredited either by The Southern or North Central Association. Before receiving such credit, students must present a certified statement from such school setting forth in detail the work satisfactorily completed there.

All credits must be sent before the student's entrance, to the President or to Dean Kenamond, Chairman of the Committee on Credits.

HOW TO ENROLL

The student on the opening day of a term or semester should see the Registrar in the Library, fill out an enrollment card, and then pay the tuition fee to the Secretary, found in the room adjoining the President's office. If work has been done elsewhere, credits should be presented to the Dean, who will indicate in a general way the classification of any student. Students should then present themselves to their respective class officers (page 8), who will be found in their regular classrooms and will assist the student in making out programs of work. The class assignment card should then be exchanged for class tickets which will be taken up by the instructor at the first class meeting.

CLASSIFICATION OF STUDENTS

Classification of students is made at the opening of the regular school year in September on the following basis: first year, less than 23 semester hours; second year, 23 to 50 semester hours; third year, 51 to 86

semester hours; fourth year, 87 or more semester hours; unclassified, mature students who lack a portion of the required units for high school graduation; special, students who wish only a partial schedule with major work in art or music or commercial subjects. Students entering for a later term or semester are classified on the basis of 32 semester hours for second year, 64 for third year, and 96 for fourth year.

AMOUNT OF WORK TAKEN

Thirty-six semester hours for the year is the maximum amount of work allowed. Thirty-four hours will usually prove sufficient for the average student. The student's first semester's work will be restricted to 16 hours, or 17 hours if physical education is included, and the work of any subsequent semester to 16 hours, unless preceding work has reached a quality point average of one. Exceptions to these rules may be made only on petition to the Committee on Credits.

EXPLANATION OF TERMS

A semester hour consists of one hour recitation with two preparation hours per week for eighteen weeks. Two laboratory or shop periods per week equal one hour's work. Periods are 60 minutes in length.

Program means the daily scheme of work.

LATE ENTRANCE

All students are urged to enroll on the first day of a semester or term, but sometimes the opportunity to attend school does not open up to the student until the term is well started. To avoid any disappointment on the late arrival, a student wishing to enter after the sixth day of a six weeks term, the ninth day of a nine weeks term, or the eighteenth day of an eighteen weeks term, should write the President for permission to enter late.

A fee of \$2 is charged for late registration.

ABSENCE FROM CLASSES

Students who are absent from classes, due to their own illness or to serious illness or death in their immediate family, may secure excuses from the President's office. Such excuses will permit a student, by arrangement with instructors, to make up the work missed. To be accepted, the excuse must be presented to the instructor within one week after the absence was incurred.

Excuses are not issued for "convenience" absences, such as are due to personal engagements of a business or other nature, to difficulties or conveniences in commuting arrangements, and the like.

Absences caused by participation in such college activities as athletics, debating, and chorus, entitle the student to arrange with instructors of classes missed to make up laboratory work, outside reading and reports, without deduction from the class grade, provided that the student write an explanation of such absence, has it certified by the coach, or director of the activity and presents it to the instructor immediately after the absence is incurred.

Instructors will be strict in imposing a proportionate reduction from the final grade when the number of unexcused and "convenience" absences is in excess of one for each credit hour assigned to the course.

If a student has been absent 15 per cent of the total class periods for any cause whatsoever, no final grade can be given without permission of the Committee on Credits.

WITHDRAWAL AND CHANGE IN ASSIGNMENT

Students desiring any change in assignment or permission to withdraw from any other course should consult the Dean. Necessary withdrawals from school should be reported to the Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must also be reported, and financial clearance made, at the President's office.

MARKING SYSTEM

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; E—Condition; F—Failure; I—Incomplete; W—Withdrew before mid-semester; WP—Withdrew passing after mid-semester; WF—Withdrew failing after mid-semester; E—Condition, indicates unsatisfactory work. When the condition is removed the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily the final grade may be any of the four passing marks.

If the deficiency represented by I is not made up within a year, the grade I automatically becomes F.

In a typical, unselected group of 100 college students, we should normally expect to find approximately: A, 7; B, 23; C, 40; D, 23; I, E, and F, 7.

Quality Points

A—3 quality points for each semester hour of credit
B—2 quality points for each semester hour of credit
C—1 quality point for each semester hour of credit
D—0 quality points for each semester hour of credit

Quality points are transferable among the colleges under the jurisdiction of the State Board of Education.

Honor Distinction

Students with averages of 2.50 or above graduate with high honors.
Students with average of 2.00-2.49 graduate with honors.

Any student who fails to pass on 50 per cent of the work carried in any semester will not be permitted to enroll the following semester without permission of the President.

AVERAGE NECESSARY FOR GRADUATION

While D is the passing grade for any subject, a weighted average of C on all subjects, or a total number of quality points equal total semester hours of credit, is required for graduation.

Candidates for degree for high school teaching must average C in each training field and in the twenty required hours of education.

SPECIAL CURRICULUM REQUIREMENTS FOR GRADUATION

Under Courses of Study appearing later in this catalogue may be found a statement of constants and special requirements for the different degrees and diplomas.

At least 45 semester hours of the work toward any degree must be elected from courses numbered 300 or above.

APPLICATION FOR GRADUATION

The Dean's office provides a blank form of application for graduation adapted to ready checking against requirements as to subject groups. Students not in residence throughout the regular year in which they hope to meet requirements for graduation by summer term attendance should write for application for graduation not later than February 15.

Candidates for graduation are required to be present, in cap and gown, at commencement exercises in June of the year in which they complete the work for a degree.

ADMISSION TO DIRECTED TEACHING

Requirements for admission to directed teaching are as follows:

1. Quality points equal to total semester hours of credit up to the time of admission, for directed teaching in either elementary or high school.
2. Quality points equal to total semester hours of credit on the teaching subject, for directed teaching in high school.
3. Reaching of prescribed standard in the required standard tests mentioned on pages 24 and 32.
4. Credit for six semester hours of education.

ENROLLMENT AND TUITION FEES

The State Board of Education has adopted the following fees:

West Virginia Students	\$25.00 a semester
Non-Resident Students	\$45.00 a semester

An additional fee of \$5.00 per student per semester is charged for athletics and other student activities.

Summer School	\$25.00
Extension Courses	\$5.00 per semester hour

FEES FOR PART-TIME STUDENTS

For students doing less than full work of a semester, the fees are as follows: For 1 semester hour, \$5.00; for 2 semester hours, \$8.00; for 3 semester hours, \$10.00; and \$3.00 for each additional hour up to and including 8 semester hours, after which full tuition shall be charged. Part-time students pay one-half of the regular fee for student activities.

Special fees for Summer School at \$15.00 up to 4 hours; above 4 hours the full fee is charged.

REFUNDING FEES

Students withdrawing from the college before the end of the second week of a semester may obtain a refund of three-fourths of the fees

paid. Students withdrawing before the end of the fourth week of a semester may obtain a refund of one-half of the fees paid. After the end of the fourth week no part of the fees can be refunded.

For the Summer Term no fees are refunded after the end of the second week.

EXPENSES

Board and Room	\$180.00	\$180.00
Books and Stationery	25.00 to	30.00
Laundry	20.00 to	30.00
Tuition	50.00	50.00
 Total for Resident Students	 \$275.00 to	 \$290.00

Total for Non-Resident Students \$315.00 to \$330.00

To this should be added traveling and incidental expenses, which will vary with the distance traveled in coming to the school, and the personal habits and inclinations of the student.

APPROVED DEFINITION OF RESIDENCE

The residence of a person under 21 years of age is fixed by the residence of his parents, bona fide guardian, or the parents with whom he makes his home.

NOTE: A person named as a guardian for the purpose of obviating this provision is not a bona fide guardian. A declaration of intended residence in the State of West Virginia shall not constitute citizenship within said State for the purpose of establishing residence under this provision.

A resident student is one whose actual bona fide residence is within the State of West Virginia.

A person who resides in another State and comes into West Virginia for the purpose of attending school, or for any other temporary purpose, must pay the tuition fee fixed for a non-resident student.

BOOKS

Students will do well to bring with them any books they may have, but should not purchase new books until they have enrolled and been assigned to their courses.

Students of the more advanced classes frequently have second-hand books for sale at from three-fifths to four-fifths of the original cost.

New books may be secured from the College Book Store, at approximately one dollar per semester hour of credit.

BOARDING

Dormitory—So far as accommodations allow, young women without relatives in town will room and board in the dormitory.

A reservation fee of \$5.00 should accompany each application for dormitory accommodations. This will apply toward payment of dormitory fees. In no case will fees be returned.

All the bed linen and toweling for the dormitory rooms are furnished by the State, but each student is requested to bring a pair of woolen blankets, one quilt, small rug, dresser scarf. Curtains are not furnished but can be purchased jointly by room-mates.

Private Families—Many of the best homes in the town accommodate student roomers and boarders. Young women who fail to secure places in the dormitory take advantage of the privileges, and men also find accommodations with private families, where they seem to be well satisfied with their treatment. Board and room with private families varies from \$6.00 to \$8.00 per week.

The President has jurisdiction over these boarding places and persons who keep student boarders are required to enforce any regulation in reference to the conduct of students in their homes which he may from time to time find it necessary to prescribe.

STUDENT LIVING

The following is an order of the State Board of Education for all colleges where dormitories are maintained for women:

"The college authorities acknowledge only the relationships of: grandparents, parents and a married brother or sister as justifying a woman student to sign 'Living with relations.'

"The college authorities do NOT recognize that a woman student may register to live with aunts, uncles, cousins, or friends. Such arrangements are looked upon as exceptional, and will be granted by the Dean of Women only upon personal application of both parties and under very unusual circumstances.

"The Housing Regulations pertain to ALL women registering in colleges under control of the State Board of Education, regardless of age or marital status, and are in effect during all sessions, summer as well as spring and fall.

"A complete list of approved rooming houses for colleges under the supervision of the State Board of Education may be procured from the offices of Dean of Women."

DORMITORY RULES

The following rules have been adopted by the State Board of Control:

1. No person shall room in the dormitory who does not board there.
2. No student who is not a resident of the State of West Virginia shall room in the dormitory, except by special permission.
3. The rates are as follows:

Board per week	\$4.50
Rooms, per week, per person50

The rules and regulations for the government of the dormitory are designed to meet the intellectual, social and moral needs of the students and are rigidly enforced. Any student who steadfastly refuses to conform to the regulations shall be dismissed from the school. No deductions are made on account of absence from the dormitories except at the regularly scheduled holiday vacations, and in cases of illness.

Students are required to replace all broken or useless electric light globes in their rooms during their occupancy. For any mutilation of walls, floors or furnishings or loss incurred by the student a replacement fee will be charged.

STUDENT LOAN FUND

A few years ago a student loan fund amounting to about \$150 was contributed by alumni of the school and several worthy young people have already been aided. The class graduating in 1917 invested \$100 in a Liberty Bond, and the faculty at the same time invested \$50, both contributing thus to the loan fund. Since that time the contributions have been increasing in number until the fund now approaches \$500.

The Y. W. C. A. contributed \$50 to the fund in 1927. Miss Ella M. Turner also makes a contribution of \$50.00 annually.

The class of 1926 left \$150 as a class fund which is to supplement the Student Loan Fund.

The fund is in charge of W. H. S. White, president of the school and ex-officio chairman of the loan committee; Ella M. Turner, member of the faculty and alumni; and Mr. Freel G. Welshans, president of the alumni association. Applications for loans from the fund should be made to the president of the school.

Last year students were loaned \$1,000 from the West Virginia Knight Templar Student Loan Fund. This is a great boon to deserving students. The amount is limited to \$250 a year to each student.

RELIGIOUS INFLUENCE

It is not to be supposed because this is a State School and in no way connected with any religious denomination or sect that it encourages any the less character building and religious living. On the contrary, it is often found that the moral and religious atmosphere that pervades State Schools such as this is in every way wholesome and as conducive to upright Christian living as that of schools which are under the control of some religious sect.

Students are expected to attend at least one service each Sunday in the church of their choice. Shepherdstown has most excellent advantages in this regard, there being no fewer than seven churches having regular services, presided over by a clergy of unusual ability for so small a town. Students are welcomed to their services by both pastor and congregations and find here a pleasant church home. Most of the students are active workers in the Sunday schools and churches, as are also most of the members of the faculty.

A Young Women's Christian Association and a Young Men's Christian Association are active organizations of the college.

SOCIAL DIVERSIONS

Social diversions of a pleasing and cultural character are not lacking at Shepherd College. Receptions are given each year by the faculty and the various student organizations. All these functions are given under proper supervision and they do much toward bringing about the cordial and sympathetic relationship between faculty and students that is so characteristic of this school.

GENERAL REGULATION ON DISCIPLINE

The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else.

The president and faculty shall have authority to formulate specific regulations for the administration of this provision.

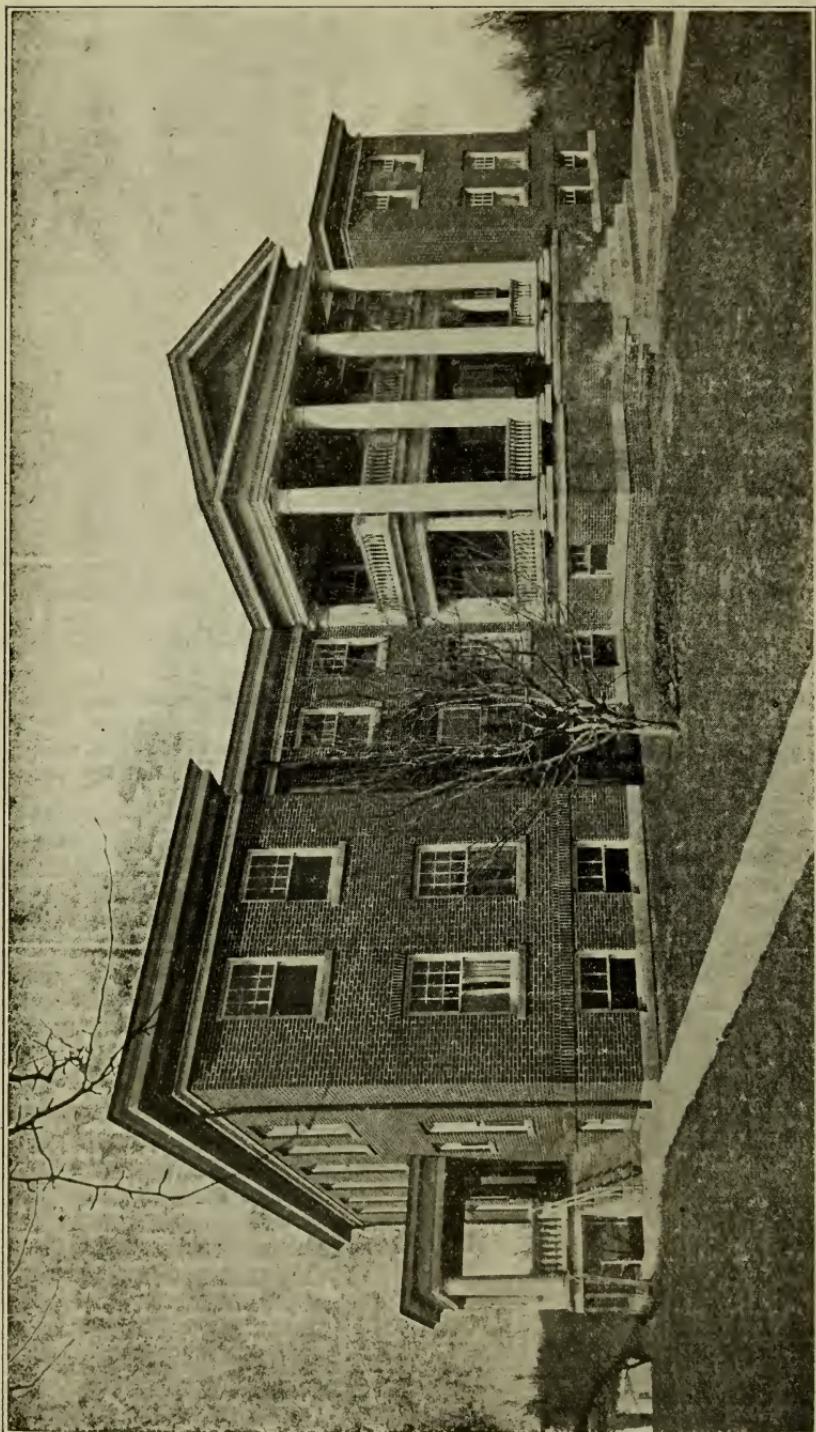
COLLEGE ASSEMBLIES

A college assembly is held each Wednesday morning at 10 o'clock, at which there are special lyceum or entertainment numbers, visiting speakers of note, and programs prepared by student groups. Every student is expected to be present at these assemblies.

TRANSCRIPT OF CREDIT

At the end of any semester or term, students who wish to discontinue their work or to transfer to another institution may secure transcripts of their credit and certificates of honorable dismissal by applying to the Dean, and submitting clearance slips from the Book Store, Library, Dormitory and Financial Secretary that all bills are paid. No charge is made for the first transcript, but each copy thereafter will be charged for at the rate of one dollar (\$1.00) per copy. Carbon copies of transcript are charged for at the rate of 25 cents per copy.

MILLER HALL—DORMITORY FOR WOMEN



EQUIPMENT

BUILDINGS

The school has now six large and commodious buildings in which to carry on its work. The oldest of the six is the original Shepherd College, now McMurran Hall. This was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, Esq., of Boston. This board, which is a self-perpetuating body, put the building at the State's disposal for normal school purposes at the school's first founding; and it was the sole home of the school continuously until 1897, when the school occupied a new building erected just north of the College, which was destroyed by fire in the spring of 1901. The "Old College" is now used by the biology and music departments. It contains six commodious rooms.

Adjoining the above is Reynolds Hall (the old Town Hall) which was erected in 1899 by the citizens of Shepherdstown and was put at the disposal of the school. It was used until recently for commencement exercises, lectures, receptions, etc., and was the place for holding chapel exercises. It is now used for theatricals and the speech arts.

The main college building, Knutti Hall, was completed and first occupied in the spring of 1904. It is thoroughly modern and well appointed. The basement contains a large gymnasium, lavatories, toilet rooms, a manual training shop and laboratories for the physics and geography departments. The first floor contains the President's office, Dean's office, library, cloak rooms and six commodious class rooms. On the second floor are found a fine auditorium, with seating capacity of about seven hundred, five class rooms, offices and rest rooms. This building, as also the other, is heated by hot water. The boiler room is a short distance from the main structure. The building is lighted by electricity.

WHITE GYMNASIUM

In a climate like ours, where much of the year weather is unfit for out-of-doors sports, it is essential that schools have gymnasiums of dimensions adequate to admit of various indoor games and exercises, and equipped with all needed appliances for the development of the physical man. Shepherd State Teachers College possesses such a gymnasium in its physical education building. It has ample room for basketball, tennis and indoor baseball, and is used continuously by the students. Physical education classes are held in this building and are open to both sexes.

FAIRFAX FIELD

This fine field lies in the rear of Miller Hall and is entirely adequate for all open air games, football, baseball, hockey and track.

MILLER HALL

This hall for women is a three-story colonial dormitory just two squares from the main building. It is modern in every detail. The dining room with a capacity of one hundred or more, laundry, kitchen, serving room and the heater room are on the first floor. On the second floor are a large reception room, a rest room, library and nine bed rooms 15x12. Each bed room contains two closets with shelves and lavatory with hot and cold water. Bath room and lavatories are found at each end of the corridor. The third floor contains thirteen bed rooms, a hall and lavatories. The east, north and south sides have porches. All inquiries concerning room should be addressed to the President of the school, or to Miss Jean Richmond, Dean of Women.

RUMSEY HALL

The Men's Dormitory in the center of town is of red brick, contains twenty-seven bed rooms, two reception rooms, and is equipped with bath rooms, lavatories, electric lights and steam heat. All meals are served in the dining room at Miller Hall.

Reservations may be made by applying direct to the President.

LABORATORIES

The Biology Laboratories occupy three rooms equipped to meet increasing needs growing out of the enriched curriculum. They are plumbed for water and furnished with biological tables accommodating thirty-two students at one time. These laboratories have an excellent collection of zoological and botanical specimens, numerous anatomical and zoological models, and a fine collection of apparatus for physiology, bacteriology and histology. This is one of the best equipped laboratories for botany, zoology, nature study, etc., to be found anywhere.

The General Chemistry Laboratory has accommodations for twenty-four students at one time, and is equipped with all necessary chemicals and apparatus for standard work in first and second year college chemistry. A blau gas system renders the heating the same as with natural gas.

The Analytical Chemistry Laboratory has accommodations for sixteen students.

The Physics Laboratory is well supplied with demonstration apparatus and complete sets of apparatus for individual experiments.

Numerous geological specimens, maps, tellurians and charts meet the needs of geography for illustrative teaching.

THE HOME ECONOMICS COTTAGE

The Domestic Science Department is fitted with an electric range, an oil range, tables for twenty-four students, and all necessary culinary apparatus for individual and group work. For domestic art Singer sewing machines and cutting tables are provided. The new Home Economics Cottage is one of the most admired and artistic buildings on the campus.

LIBRARY

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The library occupies an attractive and well lighted section of the first floor of Knutti Hall extending nearly the length of the rear of

this building. It contains approximately 15,000 well-selected volumes including well-known reference books, authoritative writings on education, and representative literature of outstanding modern authors as well as the classics of the past. About 150 general, technical and professional periodicals are subscribed for, covering all courses in the curriculum emphasizing especially those relating to elementary and secondary education. The library offers a pleasant environment for study and research. It is open from 8:00 a. m. until 5:00 p. m. every school day and from 9:00 a. m. to noon on Saturdays.

STUDENT ACTIVITIES

Young Women's Christian Association—The regular time of meeting is Monday evening.

Young Men's Christian Association—The regular time of meeting is Monday evening.

The Picket—This school paper now in its forty-fourth year is issued twenty times a year by a staff of student editors elected from the class in journalism.

Alpha Psi Omega—This is the National Honorary Dramatic Fraternity of the campus. It was founded at Fairmont State Teachers College in 1925 and chartered at Shepherd State Teachers College in 1932.

Kappa Delta Pi—This is a National Society in education open to juniors and seniors maintaining honor standards in academic subjects and education. Founded at the University of Illinois in 1911, its 119th, or Delta Psi, chapter was installed at Shepherd State Teachers College on May 27, 1939.

Forensic Society—Shepherd has always taken an active part in intercollegiate debating and oratory. All students interested in forensic work are urged to try out for either debate or oratory. Individuals are selected to represent the college in intercollegiate contests by eliminations held earlier in the season. English credit is given for participation in either debate or oratory.

Debating teams usually compete with the West Virginia Colleges, Shippensburg (Pa.) Teachers College, Western Maryland College, Bridgewater College, Emory and Henry College and in the tournament of the Grand Eastern Conference held at Winthrop College, Rock Hill, North Carolina.

Social Fraternities—Social fraternities are represented by the Phi Chi Sorority, the Theta Sigma Chi Fraternity, and the Teltrabs.

The Student Association—This is directed by the student president, vice-president, secretary-treasurer and members of the student council elected two from each class.

This association has a committee on social activities, a committee on student publications, and a committee on athletics.

Award of athletic insignia and gold medals for intercollegiate orators and debaters are made through this association.

The Shepherd College Choir—The Choir was organized in September, 1936, for the purpose of offering opportunity for study and public performance of the best choral literature, especially that of the a capella style. In addition to concerts given locally, the choir takes an extended tour. To meet the exacting requirements essential to a perfect performance, the choir practices four times a week. Students who wish to gain entrance to the choir must make application for membership and take tests for talent and ability during the first week of the first semester.

Journalism Club—Composed of honor students in the Journalism classes.

COURSES OF STUDY

Three courses of study are offered, as follows:

1. Standard Normal Course, consisting of two years and preparing for teaching in the elementary school.
2. College Course, consisting of four years in preparation for teaching in elementary school and leading to the A. B. degree in elementary education.
3. College course, consisting of four years in preparation for teaching in high schools and leading to the A. B. degree in secondary education.

STANDARD NORMAL COURSE

This is a two-year program for the training and certification of elementary teachers and principals.

Students admitted to this curriculum must attain a definite standard in the following subjects: English, composition, spelling and arithmetic—the eight grade norm on a standard test; and penmanship—quality of 70 on the Ayers' scale.

Completion of this curriculum entitles the student, upon application and payment of a fee of one dollar, to receive a standard normal certificate valid for five years and renewable under certain conditions for five-year periods.

Subjects Required

The old, or 1934, curriculum may be followed until September 1, 1940. For its requirements, see page 25 of the June 1938 catalogue.

The following requirements may be elected for 1939-1940 and will be in effect after the 1940 series:

Composition, 5 hrs.; Children's Literature, 2 hrs.; 3 hrs. elective from Literature, Advanced Composition, Library Work.

American History and Government, 6 hrs.; West Virginia History, Government and Geography, 3 hrs.; Economics or Sociology, 2 hrs.; Geography, 2 hrs.; 2 hrs. elective from advanced courses in History, Government, Economics, Sociology, Geography.

Biological Science, 3 hrs.; Physical Science, 3 hrs.

Teachers Arithmetic, 2 hrs.

Introduction to Music, 2 hrs.; Public School Music, 4 hrs.

Introduction to Art, 2 hrs.; Public School Art, 2 hrs.

Health Education, 2 hrs.; Physical Training, 2 hrs.; Graded Games and Playground Supervision, 2 hrs.

Educational Psychology, 3 hrs.; Principles, Methods and Management in Elementary Schools, 3 hrs.; Organization and Program of Study of the West Virginia School System, 2 hrs.; Directed Teaching, including training in the primary, intermediate and upper elementary grade levels, 3 hrs.

Education electives, 2 hrs.

Academic electives, 2 hrs.

The applicant may, upon recommendation of the college, substitute five years experience in the elementary grades for directed teaching until the end of the 1940 series. Thereafter no substitutions will be permitted. Electives to replace the directed teaching may be taken from History of Education, Philosophy of Education, Educational Sociology, Kindergarten and Primary Education, Tests and Measurements, Child Psy-

chology, General Psychology, Elementary School Administration and Supervision.

This certificate requires 64 hours and recommendation from the college where 32 hours of residence work has been completed or from the college where the last 16 hours of residence work has been completed in addition to a year's residence in another institution. Twelve hours of extension work is permitted.

CURRICULUM FOR DEGREE IN ELEMENTARY EDUCATION

This is a four-year program for the training and certification of elementary teachers and principals.

Completion of this curriculum entitles the graduate, upon application and payment of a fee of one dollar, to receive a collegiate elementary certificate valid for five years and renewable under certain conditions for five-year periods.

Requirements

The old, or 1934, curriculum may be followed until September 1, 1940. Students who entered as early as September 1936 and have taken in excess of 20 hours of Education will find it to their advantage to follow the 1934 curriculum. For its requirements, see page 26 and 27 of the June 1938 catalogue.

The new curriculum, now elective and in effect after the 1940 series of certificates, sets the following requirements:

English Composition, 5 hours; Speech, 2 hours; Children's Literature, 2 hours; elective English, 6 hours from Literature, Advanced Composition, and Library Science.

United States History and Government (integrated), 6 hours; West Virginia History, Government and Geography (integrated), 3 hours; Economics, 2 hours; Sociology, 2 hours; Geography, 2 hours; elective Social Studies, 3 hours from History, Government, Economics, Sociology, Geography.

Practical Arithmetic, 2 hours.

General Biological Science, 3 hours; General Physical Science, 3 hours; elective Science, 3 hours from Biological Science and Physical Science.

Introduction to Music, 2 hours; Public School Music, 4 hours.

Introduction to Art, 2 hours; Public School Art, 4 hours.

Health Education, 2 hours; Physical Education, 2 hours; Graded Games and Playground Supervision, 2 hours.

Educational Psychology, 3 hours; Teaching Methods, 5 hours; Directed Teaching, 5 hours; West Virginia School System and Elementary Course of Study, 2 hours; a minimum of 5 hours required electives, or a maximum of 8 hours permitted electives, from History of Education, Philosophy of Education, Educational Sociology, Kindergarten-Primary

Education, Tests and Measures, and Elementary School Administration and Supervision.

General electives, 46 hours.

At least 45 hours of the total 128 hours required must be selected from third and fourth year courses.

Directed teaching shall include training in the primary and intermediate and/or upper elementary grade levels. Each semester hour shall require a minimum of 18 clock hours consisting of at least 50 minutes in the classroom. Of the total clock hours submitted for this minimum requirement, the maximum in observation shall not exceed 30 per cent.

A 1.0 average in professional subjects will be required for enrollment in directed teaching.

Applicants for collegiate elementary, provisional collegiate elementary, and normal certificates may, upon the recommendation of the college from which their credits are presented, substitute five years experience in the elementary grades for directed teaching, provided they meet the total minimum required in education as listed above, until the end of the 1940 series. Thereafter, no substitutions will be permitted.

CURRICULUM FOR DEGREE IN SECONDARY EDUCATION

This is a four-year program for the training of high school teachers.

Completion of this curriculum entitles the graduate, upon application and payment of a fee of one dollar, to receive a first class high school certificate valid for five years and renewable under certain conditions for five-year periods.

Requirements

The old, or 1934 curriculum may be followed until September 1, 1940. For its requirements, see pages 27, 28 and 29 of the June 1938 catalogue.

The new curriculum, now elective and in effect after the 1940 series of certificates, sets the following requirements:

General requirements Minimum 31 Sem. Hrs.

English 8 Sem. Hrs.

 Composition (5)
 Literature (3)

Speech 2 Sem. Hrs.

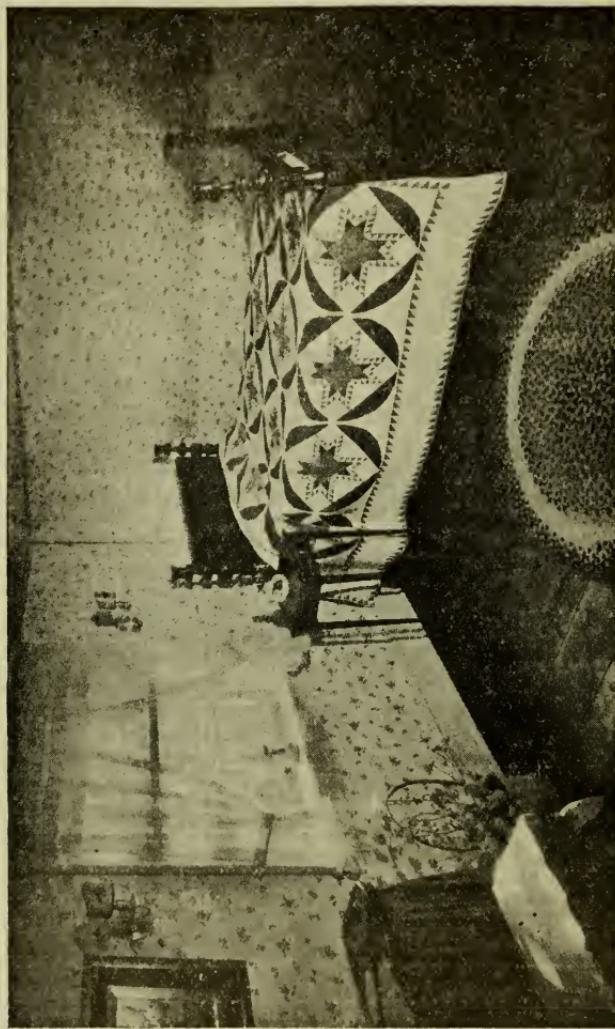
Social Studies 12 Sem. Hrs.

 History, Government, Sociology, Economics, and Geography. (At least one course in each of three subjects or fields must be completed.)

Science or Mathematics 6 Sem. Hrs.

Physical Education and Health 3 Sem. Hrs.

BED ROOM IN HOME ECONOMICS COTTAGE



Professional Requirements	Minimum, 20 Sem. Hrs.
	Maximum, 24 Sem. Hrs.
Ed. 201. Educational Psychology	3 Sem. Hrs.
Ed. 301. Psychology of Secondary Education.....	2 Sem. Hrs.
Ed. 332. Secondary School Methods and Management	4 Sem. Hrs.
Ed. 407. Directed Teaching in High School	5 Sem. Hrs.
Electives, 6 to 10 semester hours from	
Ed. 415. High School Tests and Measures	2 Sem. Hrs.
Ed. 411. Philosophy of Education, or	
Ed. 311. Educational Sociology	2 Sem. Hrs.
Ed. 312. History of Modern Education	3 Sem. Hrs.
Ed. 401. High School Organization and Ad-	
ministration	2 Sem. Hrs.
Ed. 416. The Junior High School	2 Sem. Hrs.

Directed Teaching shall be completed on the junior or senior high school level in the fields designated on the certificate. Each semester hour shall require a minimum of 18 clock hours consisting of at least 50 minutes in the classroom. Of the total clock hours submitted for this minimum requirement, a maximum in observation shall not exceed 30 per cent.

A 1.0 average in professional subjects will be required for enrollment in directed teaching.

Until the end of the 1940 series, applicants for the first class high school certificate who have had 5 years teaching experience in the secondary school may, upon the recommendation of the college from which they were graduated, use, in lieu of directed teaching, 5 semester hours credit to be chosen from the suggested electives. After the end of the 1940 series no substitutes for directed teaching will be permitted.

Teaching field requirements*	Minimum Sem. Hrs.
Art	24
Biology	26
Biology and General Science	34
Commerce	24
English	32
French or Latin**	24
General Home Economics	26
Mathematics**	22
Physical Education	24
Physical Science	24
Physical and General Science	34
Social Studies	32

*Number of teaching fields and combination of fields optional. When taken as a third teaching subject, the number of required hours in English will be 24, in Social Studies 24.

**Two semester hours will be deducted for each high school unit in Mathematics or French or Latin, with a maximum deduction of 6 hours in each.

A scholarship average of 1.0 in the total of 128 hours needed for graduation, in the approved teaching fields, and in the professional subjects will be required.

At least 45 hours must be taken from third and fourth year courses.

High School Teaching Fields**Art** Minimum 24 Sem. Hrs.**Required**

Art 101, 102 and 104	6 Sem. Hrs.
Design 301, 302	6 Sem. Hrs.
History and Appreciation 303, 304	6 Sem. Hrs.
Painting 402 or 403	3 Sem. Hrs.
Sculpture 405	3 Sem. Hrs.

Biology Minimum 26 Sem. Hrs.**Required**

Botany 201 or 202	4 Sem. Hrs.
Zoology 231	4 Sem. Hrs.

Electives, 10 sem. hrs. from

303. Entomology	3 Sem. Hrs.
306. Human Physiology	4 Sem. Hrs.
344. Genetics	3 Sem. Hrs.
402. Comparative Anatomy	3 Sem. Hrs.
404. Bacteriology	3 Sem. Hrs.
405. Microscopic Anatomy	3 Sem. Hrs.
406. Embryology	3 Sem. Hrs.

Chemistry 111, 112 8 Sem. Hrs.

Biology and General Science Minimum 34 Sem. Hrs.**Required**

Botany 201 or 202	4 Sem. Hrs.
Zoology 231	4 Sem. Hrs.

Elective, 8 sem. hrs. from Biology 303, 306, 344, 402, 404, 405, and 406.

Chemistry 111, 112	8 Sem. Hrs.
Physics 211, 212	8 Sem. Hrs.

Geology 206 2 Sem. Hrs.

Commerce Minimum 24 Sem. Hrs.

Accounting 6 Sem. Hrs.

Typewriting 4 Sem. Hrs.

Retail Merchandising 3 Sem. Hrs.
and

Shorthand 8 Sem. Hrs.

Secretarial Training 3 Sem. Hrs.
or

Commercial Law 3 Sem. Hrs.

Mathematics of Finance 2 Sem. Hrs.

Economic Problems 3 Sem. Hrs.

Money and Banking 3 Sem. Hrs.

English Minimum 32 Sem. Hrs.

Required

Composition, Oral and Written 10 Sem. Hrs.

201. Effective Speaking 2 Sem. Hrs.

101, 102. English Composition 5 or 6 Sem. Hrs.

Electives, 3 or 2 sem. hrs. from

311. Expository Writing 2 Sem. Hrs.

405. Study of English Language 3 Sem. Hrs.

Literature 12 Sem. Hrs.

106. American Literature 3 Sem. Hrs.

203. English Literature 3 Sem. Hrs.

Elective, 6 sem. hrs. from English 215, 301, 302, 303, 304, 307, 308, 309, 312, 313, 314, and 404.

Special Activities 2 Sem. Hrs.

Library Work 217 or Journalism 205.

Additional free electives 8 Sem. Hrs.

French—Beyond 2 units in high school or Beginner's French

101, 102 20 Sem. Hrs.

201. Fiction of the 19th Century 3 Sem. Hrs.

202. Drama of the 19th Century 3 Sem. Hrs.

301, 302. Advanced Readings 6 Sem. Hrs.

401. Advanced Grammar 2 Sem. Hrs.

402. Oral French 2 Sem. Hrs.

403. French Literature 2 Sem. Hrs.

404. French Civilization and Culture 2 Sem. Hrs.

General Home Economics 26 Sem. Hrs.

201, 202. Foods 6 Sem. Hrs.

103. Textiles 2 Sem. Hrs.

104. Clothing Construction 2 Sem. Hrs.

301. Advanced Clothing 3 Sem. Hrs.

306. Home Furnishing 4 Sem. Hrs.

307. Home Management 3 Sem. Hrs.

304. Child Development 2 Sem. Hrs.

309. Dietetics 4 Sem. Hrs.

Latin—Beyond 2 units in high school or above Latin 104 20 Sem. Hrs.

201. Advanced Composition 3 Sem. Hrs.

202. Cicero's Orations 3 Sem. Hrs.

301. Vergil's Aeneid 3 Sem. Hrs.

401. De Senectute and De Amicitia 3 Sem. Hrs.

402. Livy 3 Sem. Hrs.

Advanced electives 5 Sem. Hrs.

Mathematics 22 Sem. Hrs.

(A deduction of 2 semester hours is allowed for each high school unit, with a maximum deduction of 6 hours.)

101. Solid Geometry 3 Sem. Hrs.

102. Plane Trigonometry 3 Sem. Hrs.

105, 201. Algebra Maximum of 4 Sem. Hrs.

202. Unified Mathematics	3 Sem. Hrs.
232. Analytic Geometry	3 Sem. Hrs.
305. Differential Calculus	3 Sem. Hrs.
306. Integral Calculus	3 Sem. Hrs.

Physical Education 24 Sem. Hrs

Required

Biology 306. Physiology	4 Sem. Hrs.
103. Personal Hygiene	2 Sem. Hrs.
312. Health Education	2 Sem. Hrs.
406. Principles, Organization and Administration	2 Sem. Hrs.

401 or 404. Individual Gymnastics	1 Sem. Hr.
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Team Sports

For Men	5 Sem. Hrs.
From 306, 307, 403.	

For Women	3 Sem. Hrs.
From 211, 307.	

Recreational Activities

For Men	3 Sem. Hrs.
From 203, 204, 206, 304, 313.	

For Women	3 Sem. Hrs.
From 203, 204, 206, 313.	

School and Community Activities	4 Sem. Hrs.
From 303, 314, 202.	

Rhythms

For Men	1 Sem. Hr.
For Women	3 Sem. Hrs.

From 321, 322, 323.

Physical Science 24 Sem. Hrs.

Chemistry	12 Sem. Hrs.
From 111, 112, 311, 312, 316.	

Physics 211, 212	8 Sem. Hrs.
Electives	4 Sem. Hrs.

From Advanced Chemistry or Physics	
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Physical and General Science 34 Sem. Hrs.

Chemistry	12 Sem. Hrs.
Physics	8 Sem. Hrs.

Biology 201 or 202 and 231	8 Sem. Hrs.
Geology 206	2 Sem. Hrs.

Electives	4 Sem. Hrs.
From Advanced Biology or Chemistry or Physics.	

Social Studies 32 Sem. Hrs.

History	14 Sem. Hrs.
103, 104. Modern Europe	6 Sem. Hrs.

201, 202. American History	6 Sem. Hrs.
321. West Virginia History	2 Sem. Hrs.

Government, American Federal 301	3 Sem. Hrs.
Economics, Principles 205	3 Sem. Hrs.

Sociology, General 203	3 Sem. Hrs.
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Geography	3 Sem. Hrs.
From 101, 102, 301.	
Advanced electives	6 Sem. Hrs.
From third and fourth year courses in History, Economics, Geography, Government and Sociology.	

The following table lists the Teaching Fields and indicates the approved Teaching Combinations:

Teaching Field	A. Agriculture	B. Art	C. Biology	D. Commerce	E. English	F. French	G. Home Econ.	H. Ind. Arts	I. Latin	J. Mathematics	K. Music	L. Physica Educ.	M. Phys. & Gen. Sci.	N. Social Studies	No. Comb.
A. Agriculture		1					1					1			3
B. Art					1	1	1	1		1	1		1		5
C. Biology	1						1			1	1	1	1		5
D. Commerce					1					1	1		1		4
E. English		1	1	1	1					1	1		1		6
F. French		1			1						1	1	1		5
G. Home Economics		1	1								1	1	1		5
H. Ind. Arts	1	1								1	1	1	1		5
I. Latin					1								1		2
J. Mathematics		1	1	1			1				1	1	1		7
K. Music		1	1	1	1	1					1	1	1		7
L. Physical Education			1		1	1	1	1	1	1	1	1	1		8
M. Phys. & Gen. Sci.	1	1					1		1	1	1	1			5
N. Soc. Studies		1	1	1	1	1		1	1	1	1	1			9
No. Combinations	3	7	5	4	6	5	5	5	2	7	7	8	5	9	78

TEMPORARY AND PROVISIONAL CERTIFICATES

First Grade Temporary Certificates, valid for two years, may be issued under either of two sets of requirements:

1. Completion of 48 hours of the Standard Normal Curriculum approved by the State Board of Education including English 6 hours, Elementary Education 12, Physical Education 2, and the completion of some subject in each of the other groups. Not more than 12 hours may be completed by extension, and 12 weeks of residence work will be required.

2. Under regulations in Bulletin I, Certification of Teachers, 1938, requiring 5 hours English; 9 hours Social Studies; 12 hours Elementary Education; 3 hours Science; 2 hours Music; 2 hours Art; 2 hours Health Education; a total of 48 hours of the collegiate elementary curriculum. Twelve hours extension permitted and 12 hours required in college recommending.

Second Grade Temporary Certificates, valid for one year in elementary schools, may be issued under either or two sets of requirements:

1. Completion of 40 hours of the Standard Normal Curriculum approved by the State Board of Education including Elementary Education 8 hours and the completion of some subject in each of the required groups. Not more than 12 hours may be taken by extension, and 12 weeks residence in college recommending is required.

2. Under regulations in Bulletin I, Certification of Teachers, 1938, requiring 40 hours of collegiate elementary work, including English 5 hours, Social Studies 9, Elementary Education 8, Art 2, Music 2, Science 3, Health Education 2. Twelve hours of residence work must be completed in college recommending, and 6 hours of extension work is permitted.

Provisional Certificates for the elementary school or for the high school may also be issued to graduates of standard colleges. For requirements, see Teacher Training Bulletin No. 7, 1934, and Bulletin I, Certification of Teachers, 1938.

For Renewal of Certificates, teachers in service should see their County Superintendent.

NON-CREDIT SUBJECTS

Arithmetic. A standard Arithmetic Test is given to all students preparing for elementary school teaching and students who select Science or Mathematics as a high school teaching subject. The standard for the eighth grade must be met or the student is required to take additional work in the subject.

This test is given at 11 o'clock on the first Friday of each term or semester.

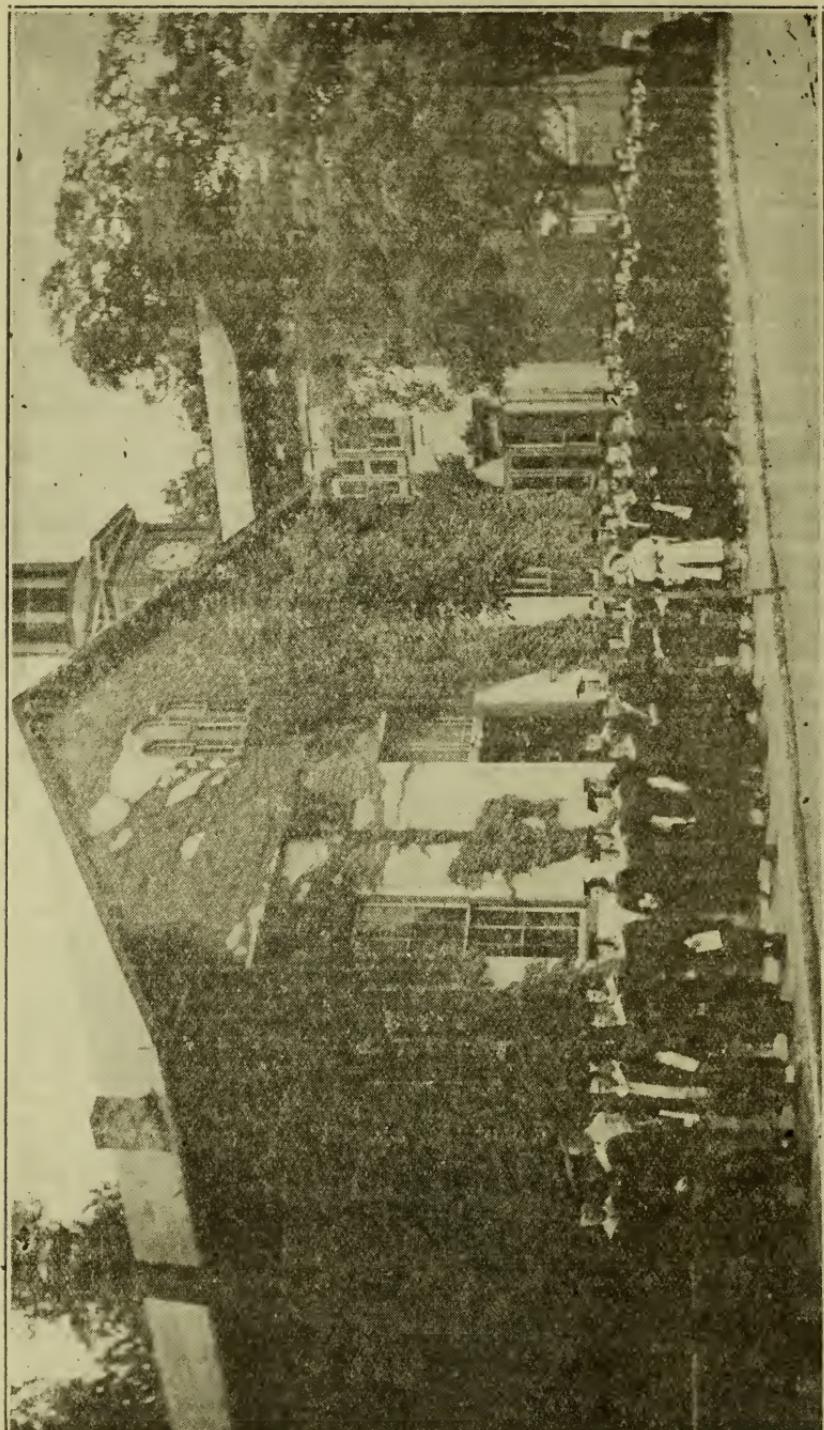
English. A standard English test is given all first year students.

This test is given at 9 o'clock on the Fall enrollment day for freshmen.

Those who do not meet eighth grade standards are required to take the work without credit until the standard is reached.

Writing. All students are required to make a grade of 70 on the Ayres Handwriting Scale before receiving credit on Education 203.

Academic Procession. Reynolds Hall (left). McMurran Hall (right)



Resident Work

1. The term 'Resident Work" shall be interpreted to mean either—
 - (a) Work done on the campus of the institution or
 - (b) Work done under conditions that in the opinion of the faculty give the student approximately the same institutional privileges and influences as are afforded students in regular attendance in residence, or
 - (c) Work done in a school organized by the institution away from the institutional campus when at least half of the members of the institutional staff are members of the faculty of the institution.
2. The amount of resident work required in the school that grants a degree and recommends the applicant for a certificate in 36 weeks.

Extension Work

1. The amount of extension work that may be accredited in meeting the requirements for a degree is 24 hours.
2. The total amount of extension work that may be done during one term of teaching shall not be more than 6 hours.

SUMMER SCHOOL

A Summer School for teachers and those expecting to teach was first instituted here during the summer of 1907. The experiment proved so successful that a similar school was again instituted in the summer of 1908. The thirty-third annual summer school was opened June 12, 1939. The length of the term is nine weeks.

Those who are interested in summer school work for next year should notify the President, or A. D. Kenamond, director of summer school, early in the spring of 1940.

OUTLINE OF WORK BY DEPARTMENTS

Scheme of Numbering Courses—Courses numbered 101 to 199 are for first year students 201 to 299 for second year students; 301 to 399 for third year students; 401 to 499 for fourth year students. First year students are not admitted to courses numbered 301 or above. Third and fourth year students must elect at least one-half of their work from courses numbered 301 or above.

Schedule of Classes and Hours—A printed schedule showing the days and hours on which courses will be offered during the first semester 1939-1940 will be available about August 1. As a general rule, odd numbered courses are offered during the first semester and even numbered courses during the second semester.

ART

Miss Ireland

101. **Introduction to Art.** Credit—Two hours.
102. **Public School Art.** Credit—Two hours.
104. **Commercial Art.** Credit—Three hours.
202. **Mechanical Drawing.** Credit—Three hours.
211. **Introduction to Crafts.** Credit—Two hours.
301. **Principles of Design.** Credit—Three hours.
302. **Applied Design.** Credit—Three hours.
303. **History and Appreciation of Art.** Credit—Three hours.
304. **History and Appreciation of Art.** Credit—Three hours. Continuation of Art 303.
305. **Advanced Public School Art.** Credit—Two hours.
401. **Advanced Design.** Credit—Two hours.
402. **Oil Painting.** Credit—Three hours. By permission of the instructor.
403. **Water Color Painting.** Credit—Three hours. By permission of the instructor.
404. **Ceramics.** Credit—Three hours. By permission of the instructor.
405. **Sculpture.** Credit—Three hours. By permission of the instructor.

BIOLOGY

Mr. Bretnall and Mr. Newcome

101. **General Biology.** Credit—Three hours. For elementary education students. Mr. Newcome.
102. **Biological Nature Study.** Credit—Three hours. For elementary education students. Mr. Bretnall.
- 201, 202. **General Botany.** Credit—Four hours each semester. Two lectures and four laboratory hours. Mr. Bretnall.
231. **Invertebrate Zoology.** Credit—Four hours. Two lectures and four laboratory hours. Mr. Bretnall.
303. **Entomology.** A study of insects in general. Credit—Three hours. Mr. Bretnall.
306. **Human Physiology.** Credit—Four hours. Mr. Bretnall.
321. **Plant Taxonomy.** Credit—Three hours. Botany 201 and 202 are pre-requisite. Mr. Newcome.

- 344. **Genetics.** Credit—Three hours. Botany and Zoology are prerequisite. Mr. Bretnall.
- 401. **Histology.** Credit—Three hours. Botany and Zoology are prerequisite. Mr. Bretnall.
- 402. **Comparative Anatomy.** Credit—Three hours. Mr. Bretnall.
- 404. **Bacteriology.** Credit—Two to three hours. Mr. Bretnall.
- 405. **Microscopic Anatomy.** A study of the tissues of the mammal body on a laboratory basis. Credit—Three hours. Mr. Bretnall.
- 406. **Embryology.** A study of vertebrate development. Credit—Three hours. Mr. Bretnall.

COMMERCE

Miss Williams

- 101, 102. **Accounting.** Credit—Three hours each semester. Offered five days a week to include lectures on principles of accounting and laboratory work.
- 103, 104. **Typewriting.** Credit—Two hours each semester, four days a week. The first semester aims to develop proper technique in the touch method. Attention is given in the second semester to practice with business letter forms and tabulation and to development of speed. A minimum speed of forty words a minute is set. Methods of giving typewriting instruction in groups are illustrated for the prospective high school teacher.
- 201, 202. **Stenography.** Credit—Four semester hours each semester.
- 301. **Advanced Accounting.** Credit—Two hours.
- 302. **Secretarial Training and Office Practice.** Credit—Three hours.
- 303. **Commercial Law.** Credit—Three hours.
- 304. **Retail Merchandising.** Credit—Three hours.

Credit toward commerce certificate is given for Economics 206 and 305 and for Mathematics 211.

EDUCATION

Dr. Ash, Dean Kenamond, Miss Shaw, Miss Gall

- 201. **Educational Psychology.** Credit—Three hours. Dean Kenamond. Offered first and second semesters. Previously catalogued as 102.
- 203. **Teaching of Reading, Writing, Arithmetic, Language, Spelling.** Credit—Three hours. Miss Gall. Previously catalogued as 103.
- 206. **Directed Teaching in Elementary School.** Credit—Three hours. Miss Shaw and Miss Gall.
- 207. **West Virginia School System and Course of Study.** Credit—Two hours. For Elementary Education students. Miss Shaw.
- 301. **Psychology of Secondary Education.** Credit—Two hours. Dr. Ash.
- 311. **Educational Sociology.** Credit—Two hours. Dr. Ash.
- 312. **History of Modern Education.** Credit—Three hours. Dr. Phillips.
- 321. **Kindergarten-Primary Education.** Credit—Two hours. Miss Gall.
- 323. **Child Psychology.** Credit—Three hours. Dr. Phillips.
- 324. **Teaching of Social Studies and Literature.** Credit—Two hours. Miss Shaw. Previously catalogued as 202.
- 332. **Secondary School Methods and Management.** Credit—Four hours. Dr. Ash.
- 401. **High School Organization and Administration.** Credit—Two hours. Dr. Ash.
- 406. **Elementary School Administration and Supervision.** Credit—Three hours. Dean Kenamond.

- 407. **Directed Teaching in High School.** Credit—Five hours. Dr. Ash.
- 409. **Advanced Directed Teaching in Elementary School.** Credit—Two hours. Miss Shaw and Miss Gall.
- 411. **Philosophy of Education.** Credit—Two hours. Dr. Ash.
- 414. **Tests and Measures in Elementary School.** Credit—Two hours. Dean Kenamond.
- 415. **Tests and Measures in High School.** Credit—Two hours. Dr. Ash.
- 416. **The Junior High School.** Credit—Two hours. Dr. Ash.

ENGLISH

Miss Turner, Miss Arnold, Mr. Horner.

Composition and Speech

- 101. **Composition.** Required of all students. Credit—Three hours. Mr. Horner.
- 102. **Composition.** A continuation of Composition 101. Credit—Two to three hours. Mr. Horner.
- 201. **Principles of Effective Speaking.** Credit—Two hours. Mr. Horner.
- 204. **Play Directing.** Credit—Two hours. Mr. Horner.
- 305. **Debate.** Credit—One to two hours. Dr. Ash.
- 311. **Expository Writing.** Composition 101 and 102 are pre-requisite. Credit—Two hours. Miss Turner.
- 405. **Study of the English Language.** Credit—Three hours. Miss Turner.

Journalism

- 205. **Journalism.** A beginning course. Credit—Two hours. Mr. Horner.
- 206. **Journalism.** A practical course in news gathering and writing. Journalism 205 is pre-requisite. Credit—Three hours. Mr. Horner.

Library Work

- 217. **Teaching the Use of the Library.** Credit—Two hours. Pre-requisite to other courses in Library Work. Miss Arnold.
- 306. **Reference and Bibliography.** Credit—Three hours. Miss Arnold.
- 316. **Cataloguing and Accessioning.** Credit—Two to four hours. Miss Arnold.
- 317. **Organization and Administration.** Planning and organizing a school library, together with technical and mechanical processes involved. Credit—Three hours. Miss Arnold.
- 318. **Library Practice.** Credit—Three hours. Miss Arnold.

Literature

- 106. **American Literature.** A survey course. Credit—Three hours. Miss Turner.
- 202. **Children's Literature.** For elementary education students. Credit—Two hours. Miss Turner.
- 203. **English Literature.** A survey course. Previously offered as 103 and 104. Credit—Three hours. Miss Turner.
- 215. **Narrative Poetry.** Credit—Two hours. Mr. Horner.
- 301. **The American Short Story.** Credit—Three hours. Miss Turner.
- 302. **Contemporary Literature.** Credit—Two hours. Miss Turner.
- 303. **Shakespeare.** Credit—Three hours. Miss Turner.

304. **The Drama.** Representative foreign and American plays are read and studied. Credit—Three hours. Mr. Horner.

307. **Victorian Poetry.** Credit—Two hours. Miss Turner.

308. **Bible as Literature.** Credit—Three hours. Miss Turner.

309. **West Virginia Literature.** Credit—Two hours. Miss Turner.

312. **Lyric Poetry.** Extensive readings in British and American poetry of the older type, with interpretation of typical modern lyric poetry. Credit—Two hours. Mr. Horner.

313. **World Literature.** Credit—Three hours. Miss Turner.

314. **The English Novel.** Credit—Three hours. Miss Turner.

404. **Great Essays.** Wide reading of older type of essay, plus intensive class study of the modern essay. Credit—Three hours. Mr. Horner.

FRENCH

Miss Trotter, President White, Mr. Farnsworth

101, 102. **Beginner's French.** Not open to those who have had high school French. Credit—Six hours for the year. President White.

103, 104. **Intermediate French.** Credit—Four hours for the year.

201. **Fiction of the 19th Century.** Credit—Three hours. Mr. Farnsworth. Offered first semester.

202. **Drama of the 19th Century.** Credit—Three hours. Mr. Farnsworth. Offered second semester.

301, 302. **Advanced Readings.** Credit—Three hours for each semester. Miss Trotter.

401. **Advanced Grammar and Composition.** Credit—Two hours. President White. Offered first semester.

402. **Phonetics and Oral French.** Credit—Two hours. President White. Offered second semester.

403. **Outline of French Literature.** Credit—Two hours. Mr. Farnsworth. Offered first semester.

404. **French Civilization and Culture.** Credit—Two hours. Mr. Farnsworth. Offered second semester.

GEOGRAPHY

Mr. Thacher, Miss Trotter

101. **Principles of Geography.** Credit—Three hours. Mr. Thacher.

102. **Geography of North America.** Credit—Three hours. Mr. Thacher.

104. **West Virginia Geography, History and Government.** Credit—Three hours. Miss Trotter.

201. **Geography of Europe.** Credit—Two to three hours. Mr. Thacher.

206. **Physical Geology.** Offered for secondary education students electing Science as a teaching subject. Credit—Three hours. Mr. Thacher.

301. **Economic Geography.** Credit—Three hours. Mr. Thacher.

HOME ECONOMICS

Miss Richmond

Twenty-eight hours of home economics are offered over a three-year training period. The fundamental science and art which are pre-requisites for these courses are provided in the three-year curriculum set up

below. This sequence should be adhered to for satisfactory transfer credit.

First Year

First Semester—English Composition 101, 3 hrs.; Chemistry 111, 4 hrs.; Modern European History 103, 3 hrs.; Principles of Economics, 3 hrs.; Textiles 103, 2 hrs.; Physical Education 111, 1 hr.

Second Semester—Health and Hygiene, 2 hrs.; Physical Education 112, 1 hr.; Chemistry 112, 4 hrs.; Modern European History 104, 3 hrs.; English Composition 102, 3 hrs.; Clothing Construction 104, 2 hrs.

Second Year

First Semester—Foods 201, 3 hrs.; Public Speaking 201, 2 hrs.; Botany 201, 4 hrs.; Educational Psychology 201, 3 hrs.; English Literature, 2 hrs.; Principles of Design, 3 hrs.

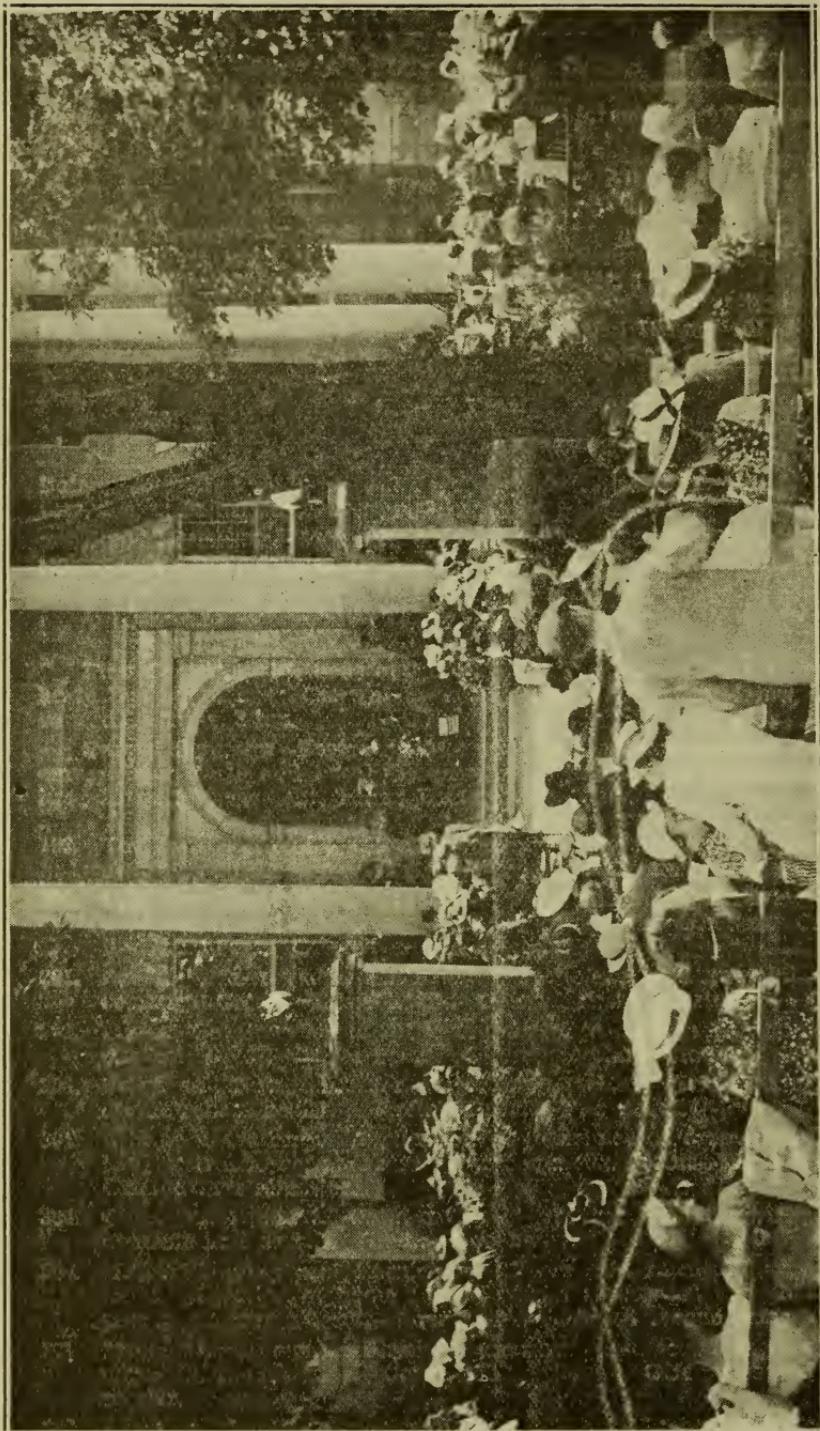
Second Semester—Foods 202, 3 hrs.; Botany 202, 4 hrs.; Human Physiology 306, 4 hrs.; Applied Design, 3 hrs.; Physical Education 301, 2 hrs.

Third Year

First Semester—Methods of High School Teaching, 4 hrs.; Invertebrate Zoology, 4 hrs.; General Sociology, 3 hrs.; Dietetics, 4 hrs.; Advanced Clothing, 3 hrs.

Second Semester—Tests and Measures, 2 hrs.; Comparative Anatomy, 4 hrs.; State and Local Government, 3 hrs.; Home Furnishing, 4 hrs.; Home Management, 3 hrs.; Bacteriology, 2 hrs.

103. **Textiles.** Study of textile fibers and standards materials used for clothing and the home. Credit—Two hours. Offered first semester.
104. **Clothing Construction.** Practice in hand and machine sewing and use of commercial patterns. Elements of clothing selection. Credit—Two hours. Offered second semester.
201. **Foods.** Pre-requisite, chemistry. Technique and principles of cooking. Credit—Three hours. Offered first semester.
202. **Foods.** Continuation of 201 with practice in meal preparation and service. Credit—Three hours. Offered second semester.
204. **Foods and Nutrition.** For elementary teachers. The food aspect of the school health program. Credit—Two hours.
301. **Advanced Clothing.** Application of principles of dress design to the construction of garments in wool and silk. Credit—Three hours. Offered first semester.
304. **Child Development.** Child care and training from the viewpoint of home and parent. Credit—Two hours.
306. **Home Planning and Furnishing.** Room and furniture arrangement. Selection of home furnishings in traditional and contemporary manner. Credit—Four hours. Offered second semester.
301. **Home Management.** Physical, economic and social factors for successful home living. Credit—Three hours. Offered second semester.
309. **Dietetics.** Nutritive requirements of the body in health from infancy to old age. Quantitative study of diets. Credit—Four hours. Offered first semester.



COMMENCEMENT AUDIENCE BEFORE KNUTTI HALL

LATIN

Miss Trotter

- 101, 102. **Elementary Latin.** Not open to those who have had high school Latin. Credit—Six hours for the year.
- 103, 104. **Caesar.** Credit—Six hours for the year.
- 201. **Advanced Composition.** Credit—Three hours.
- 202. **Cicero's Orations against Catiline.** Credit—Three hours.
- 301, 302. **Vergil's Aeneid—Credit—Six hours for the year.**
- 401. **Cicero's De Senectute and De Amicitia.** Credit—Three hours.
- 402. **Livy.** Credit—Three hours.

MATHEMATICS

Dr. Phillips

- 101. **Solid Geometry.** Credit—Three hours.
- 102. **Trigonometry.** Credit—Three hours. Offered first semester.
- 104. **Practical Arithmetic.** For elementary education students. Credit—Two hours. Offered second semester.
- 105. **Intermediate Algebra.** Offered for students not having credit for second year high school algebra. Credit—Three hours. Offered first semester.
- 201. **Advanced Algebra.** Credit—Three hours. Offered first and second semesters.
- 202. **Unified Mathematics.** Open to all students who have had Advanced Algebra. This course aims to show the relation of the various branches of mathematics and how mathematics is related to science, music and art. Credit—Three hours. Offered second second semester.
- 211. **Mathematics of Finance.** Credit—Two hours.
- 232. **Analytic Geometry.** Credit—Three hours. Offered second semester.
- 305. **Differential Calculus.** Credit—Three hours. Offered first semester.
- 306. **Integral Calculus.** Credit—Three hours. Offered second semester.

MUSIC

Mr. Farnsworth

- 201. **Introduction to Music.** Credit—Two hours. Offered first semester and second semester.
- 202. **Public School Music.** Credit—Two hours. Offered first semester and second semester.
- 203. **Chorus Work.** Credit—Two hours. Offered first semester M, Tu, W, Th at 3:40.
- 204. **Chorus Work.** Credit—Two hours. Offered second semester M, Tu, W, Th at 3:40.
- 301. **Music Appreciation.** Credit—Two hours. Offered first semester.
- 302. **History of Music—Credit—Two hours.**
- 303, 304. **Harmony.** Credit—Two hours for each semester.
- 305. **Advanced Public School Music.** Music 202 is pre-requisite. Credit—Two hours. Offered second semester.

The department of music offers instruction in piano and voice. The cost of this instruction, however, is not covered by the regular enrollment fee.

PHYSICAL EDUCATION AND HEALTH

Miss Bartlett and Mr. Newcome

NOTE—A physical examination is required for entrance to all physical education courses. An attempt is made to select physical education courses for all students, according to their needs.

103. **Personal Hygiene.** Credit—Two hours. Miss Bartlett.
111. **Gymnastics and Marching.** Credit—One hour, three periods per week. Miss Bartlett.
112. **Gymnastics and Marching.** Continuation of 111. Credit—One hour. Miss Bartlett.
201. **Games for Children.** Credit—One hour, two periods per week. Miss Bartlett.
202. **Physical Activities and Teaching Techniques.** Credit—One hour, two periods per week. Miss Bartlett.
203. **Beginning Swimming.** Credit—One hour.
204. **Advanced Swimming and Life Saving.** Credit—One hour.
206. **Tennis.** Credit—One hour, four periods a week for nine weeks. Miss Bartlett.
211. **Fundamentals of Team Sports for Women.** A course covering the theory and practice of the fundamentals of soccer, field hockey, volleyball, softball, speed ball, field ball, and the officiating of each sport. Credit—Three hours, four periods per week. Two periods of theory and two periods of practice a week. Miss Bartlett.
303. **First Aid, Massage, Bandaging.** Credit—One hour. Mr. Newcome.
304. **Tumbling and Apparatus (Men).** Credit—One hour, two periods per week. Mr. Newcome.
305. **Principles of Football (Men).** Credit—One hour. Mr. Newcome.
306. **Principles of Baseball (Men).** Credit—One hour. Mr. Newcome.
307. **Principles of Basketball.** Credit—One hour. Miss Bartlett and Mr. Newcome.
312. **Health Education.** A study of health problems as they relate to the classroom. Previously offered as Health and Hygiene. Credit—Two hours. Miss Bartlett.
313. **Recreational Activities.** A course designed to develop leadership in community and school recreational activities. Archery, badminton and table tennis during first nine weeks. Games and tumbling during the second nine weeks. Credit—Two hours, three periods per week. Miss Bartlett.
314. **Club Leadership and Organization of Community Programs.** Includes camping and hiking. Credit—Two hours, three periods per week. Miss Bartlett.
321. **Folk and Social Dancing.** Credit—One hour, two periods per week. Miss Bartlett.
322. **Natural Dancing.** Credit—One hour, two periods per week. Miss Bartlett.
323. **Clog and Tap Dancing.** Credit—One hour, two periods per week. Miss Bartlett.
401. **Individual Gymnastics (Women).** Physical inspection and correction of remedial defects. Credit—One hour, two periods per week. Miss Bartlett.
403. **Football and Basketball Officiating (Men).** Credit—Two hours, four periods per week. Mr. Newcome.
404. **Individual Gymnastics (Men).** Credit—One hour, two days per week. Mr. Newcome.

406. **Principles, Organization and Administration of Health and Physical Education.** Credit—Two hours, two periods per week. Miss Bartlett.

PHYSICAL SCIENCE

Mr. Stutzman

103. **General Physical Science.** For elementary education students. Credit—Three hours.

111, 112. **General Chemistry.** Credit—Four hours each semester.

211, 212. **General Physics.** Credit—Four hours each semester.

311. **Qualitative Analysis.** Credit—Four hours.

312. **Quantitative Analysis.** Credit—Four hours.

316. **Organic Chemistry.** Credit—Four hours.

411. **Light.** Credit—Two hours.

412. **Electricity.** Credit—Two hours.

SOCIAL STUDIES

Mrs. Gardiner, Mr. Thacher, Dr. Scarborough

103. **Modern European History.** Credit—Three hours. Dr. Scarborough. Offered first semester.

104. **Modern European History.** Continuation of 103. Credit—Three hours. Dr. Scarborough. Offered second semester.

201. **American History to 1865.** Credit—Three hours. Dr. Scarborough. Offered first semester in two sections.

202. **Later American History.** Credit—Three hours. Dr. Scarborough. Offered second semester in two sections.

203. **General Sociology.** Credit—Three hours. Mr. Thacher. Offered first semester.

204. **Rural Sociology.** Credit—Three hours. Mr. Newcome. Offered second semester.

205. **Principles of Economics** Credit—Three hours Mr. Thacher. Offered first semester.

206. **Economic Problems.** Economics 205 is pre-requisite. Credit—Three hours. Mr. Thacher. Offered second semester.

301. **American Federal Government.** Credit—Three hours. Dr. Scarborough. Offered first semester.

302. **State and Local Government.** A general view of the forty-eight state governments making our nation and an intensive study of the constitutional government of West Virginia. Credit—Three hours. Mrs. Gardiner. Offered second semester.

303. **The Family.** Credit—Two hours. Mr. Thacher. Offered second semester.

305. **Money and Banking.** Credit—Three hours. Mr. Thacher. Offered second semester.

306. **Public Finance.** Credit—Two hours. Mr. Thacher.

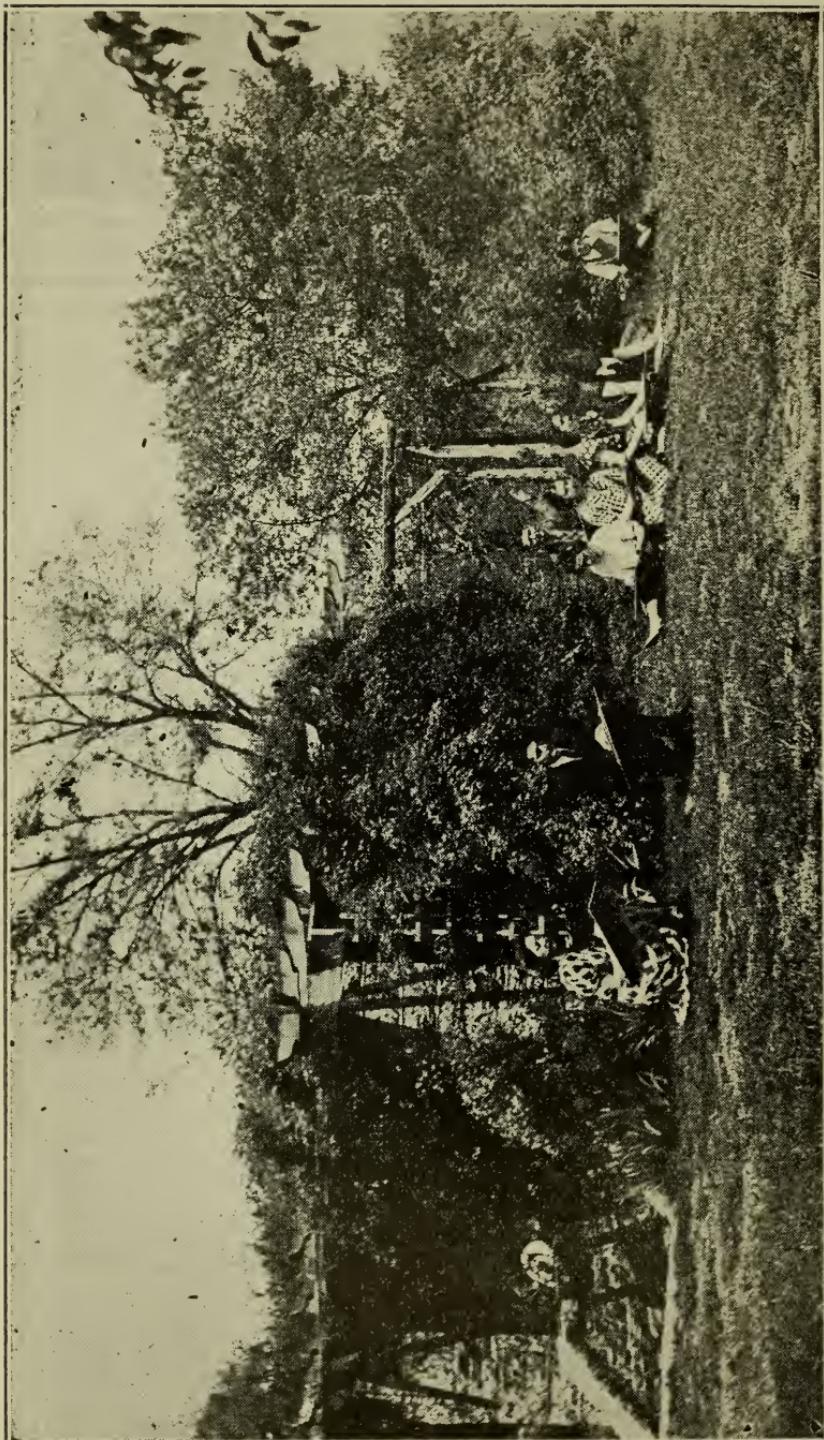
311. **Economic History of the United States.** Pre-requisites, American History 202 and Economics 205. Credit—Three hours. Dr. Scarborough. Offered first semester.

312. **American History since 1900.** Pre-requisite, American History 202 or senior standing. Credit—Three hours. Dr. Scarborough. Offered second semester.

321. **West Virginia History.** Credit—Two hours. Mrs. Gardiner. Offered first semester.

- 331. **Ancient Civilization.** Credit—Two hours. Mrs. Gardiner. Offered first semester.
- 332. **Mediaeval History.** Credit—Two hours. Mrs. Gardiner. Offered second semester.
- 401. **American Constitutional Development.** Pre-requisites, American History 201 and 202. Credit—Three hours. Dr. Scarborough.
- 402. **Diplomatic History of the United States.** Pre-requisites, American History 201 and 202. Credit—Three hours. Dr. Scarborough.
- Early Christianity.** Credit—Two hours. Mr. Fray. Offered first semester W, F at 10:55.
- Social Teachings of Jesus.** Credit—Two hours. Mr. McLaughlin. Offered second semester W, F at 10:55.

ART STUDENTS AT WORK



COUNTIES AND STATES REPRESENTED

	Resident Students	Extension Students	No. Different Students		
			Men	Women	Total
Augusta, Va.	1	0	0	1	1
Baltimore, Md.	1	0	0	1	1
Berkeley	127	0	46	81	127
Boone	1	0	1	0	1
Cabeil	1	0	1	0	1
Clark, Mo.	1	0	0	1	1
Clarke, Va.	4	0	2	2	4
Coe, Mo.	1	0	0	1	1
Doddridge	1	0	1	0	1
Fairfax, Va.	1	0	1	0	1
Frederick, Md.	2	0	0	2	2
Frederick, Va.	4	0	0	4	4
Gilmer	1	0	1	0	1
Grant	33	4	15	21	36
Hampshire	40	26	32	29	61
Hancock	1	0	1	0	1
Hardy	50	29	23	38	66
Jefferson	160	0	64	96	160
Kanawha	2	0	0	2	2
Loudoun, Va.	1	0	0	1	1
Lunenburg, Va.	1	0	1	0	1
McDowell	2	0	0	2	2
Mercer	1	0	0	1	1
Middlesex, Mass.	1	0	0	1	1
Mineral	37	0	8	29	37
Montgomery, Md.	1	0	0	1	1
Morgan	31	0	21	13	34
Pendleton	46	0	28	18	46
Pocahontas	2	0	1	1	2
Preston	10	0	4	6	10
Randolph	3	0	0	3	3
Tucker	7	0	1	6	7
Upshur	1	0	1	0	1
Washington, Md.	13	0	1	12	13
Westmoreland, Pa.	1	0	1	0	1
Wood	1	0	0	1	1
Totals	594	59	261	373	634

SUMMARY OF ENROLLMENT 1938-1939

REGULAR YEAR, RESIDENT	Men	Women	Total
Post Graduate	4	8	12
Senior, Elementary Education	5	17	22
Senior, Secondary Education	13	7	20
Junior, Elementary Education	11	35	46
Junior, Secondary Education	24	13	37
Sophomore, Elementary Education	14	33	47
Sophomore, Secondary Education	17	18	35
Freshman, Elementary Education	18	23	41
Freshman, Secondary Education	50	20	70
Unclassified	2	1	3
	158	175	333

REGULAR YEAR, EXTENSION

Post Graduate	3	1	4
Senior, Elementary Education	5	5	10
Senior, Secondary Education	1	0	1
Junior, Elementary Education	13	19	32
Junior, Secondary Education	4	0	4
Sophomore, Elementary Education	1	2	3
Sophomore, Secondary Education	1	0	1
Freshman, Elementary Education	0	1	1
Freshman, Secondary Education	0	0	0
Unclassified	2	1	3
	30	29	59

SUMMER TERM, 1938

Post Graduate	10	16	26
Senior, Elementary Education	19	52	71
Senior, Secondary Education	8	6	14
Junior, Elementary Education	22	79	101
Junior, Secondary Education	11	9	20
Sophomore, Elementary Education	24	34	58
Sophomore, Secondary Education	3	7	10
Freshman, Elementary Education	2	4	6
Freshman, Secondary Education	1	3	4
Unclassified	1	3	4
	101	213	314

INTER-SESSION, 1938

Post Graduate	1	3	4
Senior, Elementary Education	8	15	23
Senior, Secondary Education	2	2	4

Shepherd State Teachers College

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Junior, Elementary Education	4	13	17
Junior, Secondary Education	0	1	1
Sophomore, Elementary Education	6	5	11
Sophomore, Secondary Education	0	0	0
Freshman, Elementary Education	1	0	1
Freshman, Secondary Education	1	0	1
Unclassified	0	0	0
	—	—	—
	23	39	62

RESIDENT ENROLLMENT BY TERMS

Post Graduate	18	28	46
Senior, Elementary Education	22	60	82
Senior, Secondary Education	20	12	32
Junior, Elementary Education	39	119	158
Junior, Secondary Education	35	20	55
Sophomore, Elementary Education	33	57	90
Sophomore, Secondary Education	21	23	44
Freshman, Elementary Education	19	28	47
Freshman, Secondary Education	49	22	71
Unclassified	5	4	9
	—	—	—
	261	373	634

TOTAL ENROLLMENT

	Summer 1938	Inter-Session 1938	First Semester	Second Semester
Men	101	23	143	141
Women	213	39	164	164
	314	62	307	305

